

MUNICIPAL COURT/POLICE RECORDS CLERK

The City of Vienna is now seeking qualified and highly motivated applicants to fill the position of Municipal Court/Police Records Clerk. Full-time 40 hours per week position commensurate with education and/or experience. Duties to include:

- Provides assistance in court as needed.
- Reschedules court dates.
- Assists with preparations for court.
- Operate Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) terminals; runs criminal and driver's histories; enters warrants and other data.
- Monitors police radio traffic; provides information and assistance to officers in the field.
- Enters traffic and non-traffic citations.
- Answers telephone and greets visitors; provides information and assistance.
- Types reports, letters, memoranda, and other materials.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures, modern office equipment, and customer service standards.
- Knowledge of municipal court/police policies and procedures.
- Skill in the operation of computers and job-related software programs.
- Skill in dealing with the public.
- Skill in oral and written communication.

Applications may be picked up at the Vienna City Hall, 203 Cotton Street or downloaded from the city's website, www.cityofvienna.org.

POLICE OFFICER

The Vienna Police Department is now seeking qualified applicants to fill position(s) in the Patrol Division. Applicants must apply in person. Competitive salary and benefits. Background checks are required. Applications may be picked up at the Vienna Police Department, 210 West Union Street and at Vienna City Hall, 203 West Cotton Street or downloaded from the city's website, www.cityofvienna.org.

The City of Vienna is an Equal Opportunity Employer